

APPLY IN PERSON:

Employment Information Center (M-W-F ONLY)
Civic Center Plaza - 1200 3rd Avenue, Suite 101-A,
San Diego, CA 92101

INTERNET: www.sandiego.gov/empopp

**APPLY BY MAIL TO:**

JOBS - City of San Diego Personnel Department
1200 3rd Avenue, Suite 300, San Diego, CA 92101-4107

24 Hour JOBLINE: (619) 682-1011

**CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITY**

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#T2635 PARAMEDIC I

Approximate Annual Salary: \$37,341 to \$44,962

(Approximate annual salary includes anticipated scheduled overtime)

#T2636 EMERGENCY MEDICAL TECHNICIAN

Approximate Annual Salary: \$29,455 to 35,542

(Approximate annual salary includes anticipated scheduled overtime)

APPLICATION FILING PERIOD: FIRST DATE: December 16, 2005

LAST DATE: January 18, 2006

Applications received later than 5:00 p.m. on the last date to apply will be rejected. Please apply promptly since vacancies may be filled as soon as a sufficient number of applicants has been processed. Persons may apply only once during this application filing period. Future application filing periods may be announced.

ALL persons hired from this examination will be hired in a LIMITED STATUS and will NOT accrue seniority, permanent status, or appeal rights for terminations. Employment can be terminated at any time at the discretion of the appointing authority. This LIMITED STATUS does not change over time and employees will not become PERMANENT with the passage of time. INDIVIDUALS ACCEPTING EMPLOYMENT WITH THE CITY OF SAN DIEGO ARE ADVISED OF THIS LIMITED STATUS AND SHOULD PLAN THEIR CAREERS AND FINANCES ACCORDINGLY. NOTE: Paramedics and Emergency Medical Technicians may be required to work evenings, weekends, and holidays.

REQUIREMENTS:

CERTIFICATES: Current valid certificates for all of the following are required at the time of application. **Please submit with your application a copy of the front and back of the certificates required for the position(s) you are applying for.**

PARAMEDIC I:

1. Emergency Medical Technician Paramedic License issued by the **State of California**. Note: National Registry of Emergency Medical Technicians Paramedic certification or out-of state Paramedic certification alone without accompanying State of California /County of San Diego Paramedic certification is **NOT QUALIFYING. You must have current, valid State of California certification or your application will be rejected.**
2. County of San Diego Emergency Medical Technician Paramedic Accreditation.
3. CPR certification: American Heart Association Healthcare provider or equivalent.
4. Advanced Cardiac Life Support certification.

EMERGENCY MEDICAL TECHNICIAN:

1. Emergency Medical Technician Certificate (EMT-I) issued by the State of California or by the National Registry (NREMT-Basic) or by an EMT certifying agency approved by the State of California. Certification by a state other than California without accompanying State of California or National Registry certification is not qualifying. **You must have current, valid State of California or National Registry certification or your application will be rejected.**
2. CPR certification: American Heart Association Healthcare provider or equivalent.

NOTE:

1. State law requires all persons hired in these positions to re-qualify for the required certificates/licenses to retain employment.
2. **A valid County of San Diego Prehospital System Identification Card is required at time of hire.**

LICENSE: A valid California Class C Driver's License, which permits you to drive an automobile, **and** a valid California Ambulance Driver's Certificate and a current DMV Medical Examiner's Certificate are required at time of hire. Some positions may require a California Class B Driver's License after hire.

DUTIES: **Paramedics I** participate in the delivery of emergency and non-emergency patient care; determine appropriate methods of emergency care to be administered to patients; examine patients and report their medical conditions to base hospitals via radios; lead Emergency Medical Technicians in emergency care procedures; drive emergency vehicles to and from incident scenes and hospitals; check supplies and equipment to ensure emergency vehicles are properly stocked and in good operating condition; prepare reports; attend periodic training as required; and perform other duties as assigned. **Emergency Medical Technicians** drive emergency vehicles to and from emergency and non-emergency situations; transport patients to hospitals or other medical care facilities; assist Paramedics or other emergency services staff in providing emergency and non-emergency patient care; examine patients and report their medical conditions to base hospitals via radios; ensure emergency vehicles are stocked with necessary medical supplies; clean and maintain the patient care compartment of emergency vehicles; and prepare reports of incidents for billing and other record keeping purposes.

HOW TO APPLY: Submit a completed **DATA ENTRY FORM** and **SPECIAL APPLICATION (including any attachments)** for the position(s). Please check all positions listed on your application for which you want to apply. On the Data Entry Form you should record only one position; any additional positions you have checked on your application will be automatically added to your file. Your Special Application will be made available to the hiring department(s). Please submit requested materials only.

THE SCREENING PROCESS will consist of a comprehension evaluation of the **Special Application** for applicable education, experience, and/or training. Only those applicants whose qualifications most closely related to the position requirements for each position will be placed on the respective eligible list(s).

ELIGIBLE LIST: Candidates who are successful in the screening process described above will be placed on separate **one category** eligible lists for **Paramedic I** and/or **Emergency Medical Technician**, which will be used to fill position vacancies during the next **one year**. For each vacancy, only those candidates with the most appropriate qualifications from the corresponding list will be contacted by the hiring department for an interview.

PRE-EMPLOYMENT REQUIREMENTS: Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job. Screening processes may include, but are not limited to the following, including confirmation of citizenship/legal right to work in the United States.

- A. BACKGROUND INVESTIGATION:** Candidates admitted to the final step of the selection process will be required to successfully pass a very thorough background investigation which includes but is not limited to a conviction record check, D.M.V. driving record check, military record check, reference checks, review of prior employment history, and a fingerprint check. The fingerprints will be submitted to the California Department of Justice for a conviction record report. A basis for automatic disqualification of an applicant would be: any felony conviction; falsification of background, identity, education or any material fact on application or in interview; any illegal drug usage in the last 3 years; dishonorable or bad conduct discharge from military service; Driving Under the Influence (DUI) conviction in the last 3 years or other serious violation such as hit and run, manslaughter, reckless driving, or other similar violation; four moving traffic convictions in the last 3 years. A basis for potential disqualification of an applicant would be: general discharge from military service; poor employment record; history of consistently poor credit; any conviction less than a felony, subject to review by the Personnel Director.
- B. MEDICAL EXAMINATION:** Applicants must pass a comprehensive medical examination, including a drug screening before being hired. Corrected or uncorrected vision must be 20/20 or better, both eyes together, with acceptable color vision. Monocular vision is not acceptable.

All of the above processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

MAS/December 16, 2005/Class 1506; 1517

THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

DIVERSITY BRINGS US ALL TOGETHER